



BOGNOR REGIS

LANDSCAPE MANAGEMENT PLAN

SEPTEMBER 2021

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1.0 INTRODUCTION

- 1.1 Enplan have been appointed to prepare this Landscape Management Plan for the external site wide landscape associated with the proposed development.
- 1.2 This document sets out the management objectives and schedule of operations for the protection and enhancement of the landscape fabric of the Site, how the issues of landscape significance will be managed and the requirements of the management company that will undertake the work and oversee an ongoing review of the strategy.
- 1.3 To ensure the successful planting operations, establishment and continued healthy growth through to maturity of the trees, shrubs, green walls and grass.
- 1.4 To ensure the continued health and vigour of the existing trees and retained elements.
- 1.5 To achieve a clean, tidy condition and appearance of all external areas.

2.0 GENERAL DESCRIPTION OF THE SITE

- 2.1 The site is located at Oldlands Farm off Newlands Road in Bognor Regis. This forms part of the Oldlands Farm employment area, on the northern edge of the Bognor Regis settlement Boundary
- 2.2 The site is set within an area that is currently characterised as being partly industrial/rural. The site is bounded on its northern edge by arable/pastoral farmland.
- 2.3 The boundary to the east of the site is formed by the Great Western Railway line across which lies further farmland and a golf course.
- 2.4 To the south of the site is an existing industrial development with associated infrastructure.
- 2.5 The proposals are to extend the existing commercial development to include and new warehouse buildings, van storage and associated car parking and to provide a new landscape design for the spaces around the building as shown on the Landscape Planting Plans ref numbers:
 - ¿ Landscape Planting Plan Drg No: 05-991-701
- 2.6 The landscape proposals also include the installation of a flood compensation area to the north west of the proposed development area.

3.0 POLICY, LEGAL PROTECTION RELATING TO THE SITE

- 3.1 The Site lies within the administrative authority Arun District Council.
- 3.2 All bats and their roosts are protected as European Protected Species (EPS) under the Conservation of Habitats and Species Regulations 2017 (the 'Habitat Regulations' 2017). Any works are to be in accordance with the Habitat Regulations 2017, the Natural Environment and Rural Communities Act 2006 and the Wildlife and Countryside Act 1981 (as amended).
- 3.3 All birds and their nests are also protected under the Wildlife and Countryside Act 1981. Site management must be aware of the need to avoid disturbance or harm to nesting birds either by avoiding the nesting season, March to August inclusive and / or by checking that no nests would be affected by particular works.
- 3.4 Existing trees are to be retained and shown on the Landscape Planting Plan and as such any removal is to be advised and written consent given by the Local Planning Authority (LPA) and in accordance with BS:5837 (2012) 'Trees in relation to construction'.
- 3.5 In addition, in relation to new construction works the following should be followed:
- Hand digging where possible should be undertaken around existing trees, however if machinery is required, use of a 'working backwards technique' i.e. where any machinery is parked on the remaining hard-standing and the surfacing to be removed is pulled back from the tree. Details of the edging should be provided, and once this has been installed the area under the tree's canopy should be covered by a layer of broadleaf/hardwood mulch (with no landscape fabric underneath it) as soon as possible, to a maximum depth of 100mm, as this reduces the physiological stress on the tree resulting from loss/damage of roots. The protective fencing should then be re-installed around the RPA of the trees.
- 3.6 Health and Safety: All work undertaken on the site by contractors, volunteers or direct employees must comply with the appropriate legislation relating to health and safety and the control of hazardous substances.

4.0 OBJECTIVES OF THE LANDSCAPE MANAGEMENT PLAN

4.1 Generally, the landscape objectives for the site are:

- ¿ to maintain the existing wildlife and nature conservation interest and provide replacement wildlife habitat for that lost within the development;
- ¿ to create additional wildlife habitats and enhancements to biodiversity and maintain them in the long term;
- ¿ to provide and maintain an attractive/visually appealing and robust landscape setting to the development;
- ¿ to retain mature tree stock (including all Tree Preservation Orders) where possible and to put in place a management scheme which maintains the tree stock in perpetuity;
- ¿ to supplement existing trees with new tree planting to maintain the longevity of this resource and create a sense of place. This includes new trees within the rear landscape space and enhancements to the road boundary;
- ¿ to control invasive and undesirable species;
- ¿ to maintain and reinforce the landscape and ecology structure of the site;
- ¿ to increase the number and number of native plants;
- ¿ to preserve and enhance the ecology of the site and improve local biodiversity wherever possible;
- ¿ to maintain health and safety requirements to all areas of open space for both employees and visitors.

5.0 MANAGEMENT OBJECTIVES

- 5.1 The key objective is to improve and maintain the existing and new landscape structure in perpetuity. This will be achieved through the implementation of this management plan by an appointed management company, or parties to whom areas are to be adopted.
- 5.2 All operations are to be carried out in accordance with the Maintenance Specification included in sections 6 -15 of this document

6.0 HABITAT & WILDLIFE

- 6.1 One of the primary stated objectives is to maintain, establish and restore wildlife habitat where possible. This will be achieved as part of the overall development of the space as well as a series of restorative measures completed post construction.
- 6.2 The existing site comprises mostly arable and pastoral farmland with mature trees and native or naturalised hedgerows. These will be protected where possible in the design with additional native trees and native understory planting added throughout the site.

Pre-Construction

- 6.3 All operations are to be carried out in accordance with the Maintenance Specification included in sections 7 -15 of this document.
- 6.4 The management of the site will set out to achieve the aims stated in the Arun District Council Biodiversity Action Plan 2000.
- 6.5 Any existing habitat stations such as fallen log constructions, bird/ bat boxes and food provisions will be carefully removed for reinstatement post-construction.
- 6.6 All existing trees will be preserved as per issued Planting Plan with care made to avoid damage to branches or foliage.

Post-Construction

- 6.7 All existing habitat stations such as fallen log constructions, bird/ bat boxes and food provisions will be carefully reinstated.

The submitted planting plans contain a large increase of native shrub species. This is part of a site wide improvement from Arable and pastoral grassland to establishing a series of species rich native planting beds. All existing tree species are being retained where possible. Additionally, the more decorative shrub planting provides bee promoting flowers during flowering period and carry berries in autumn; further providing encouragement for the establishment of bird and insect species.

7.0 GENERAL MAINTENANCE CONDITIONS

Introduction

- 7.1 The works consist of the maintenance and management of the existing trees and vegetation, together with new high quality amenity planting, including trees, shrubs, bare-root transplants, herbaceous planting and turfed areas.
- 7.2 The works to be maintained are to be shown on the Landscape Planting Plan.
- 7.3 The works shall be maintained by the responsible Landscape Contractor from practical completion for the Defects liability as follows;
- ¿ Trees - 60 months from practical completion
 - ¿ Shrubs/Herbaceous Planting - 60 months from practical completion
 - ¿ Turf Areas - 60 months from practical completion or
 - ¿ The first 12 months of liability will be by the sub-contractor; the remaining 48 months the appointed Management Company will take responsibility.

Landscape Contractor

- 7.4 A suitable specialist Landscape Contractor, employed by the Management Company, or third party shall carry out the works described in this specification. The proposed Landscape Contractor shall be a full member of the British Association of Landscape Industries and shall only be selected from the list of approved Contractors

Machines and Tools

- 7.5 Machines and tools are to be used that are suitable for the site conditions and the work to be carried out. Use hand tools around trees, plants and in confined spaces where it is impracticable to use machinery.
- 7.6 In addition, in relation to new construction works the following should be followed:
- Hand digging where possible should be undertaken around existing trees, however if machinery is required, use of a 'working backwards technique' i.e. where any machinery is parked on the remaining hard-standing and the surfacing to be removed is pulled back from the tree. Details of the edging should be provided, and once this has been installed the area under the tree's canopy should be covered by a layer of broadleaf/hardwood mulch

(with no landscape fabric underneath it) as soon as possible, to a maximum depth of 100mm, as this reduces the physiological stress on the tree resulting from loss/damage of roots. The protective fencing should then be re-installed around the RPA of the trees.

Workmanship

- 7.7 Method of Work – the method of executing any of the work in this specification and schedules unless specifically mentioned, is at the discretion of the Landscape Contractor and the Management Company.
- 7.8 Good Practice – Where and to the extent that materials, products and workshop are not fully specified they are to be suitable for the purposes of the works states in or reasonably to be inferred from the contract documents, and in accordance with good horticultural practice, including the relevant provisions of current British Standard documents.
- 7.9 Maintenance standards should at all times reflect the development's high quality image. The Contractor shall keep all planting area weed free, plants vigorous and healthy, and the overall landscape environment neat and tidy.

Programme of the Works

- 7.10 The Landscape Contractor shall co-ordinate with the Management Company's programme then submit a detailed programme of works prior to starting work on site.
- 7.11 The Landscape Contractor shall report any potential failures to meet the specified programme to the Management Company. Any changes to the agreed programme must be in writing with the Management Company.

Chemicals

Legislation

- 7.12 Pesticides include herbicides, insecticides, fungicides and plant growth regulators. The use of pesticides is governed by legislation. The Landscape Contractor must comply with the :The Control of Pesticides Regulations 1986~made under the :Food and the Environment Protection Act 1985~, :The Control of Substances Hazardous to Health Regulations 1988~made under the :Health and Safety at Work Act 1974~and any other legislation enacted during the contract period.

- 7.13 All pesticides must be products on the current list of Agricultural Chemicals Approval Scheme. All pesticide users shall comply with the conditions of approval relating to use clearly stated on the product label.
- 7.14 The Contractor must comply with all relevant Codes of Practice issued by DeFRA.
- Certificates
- 7.15 A recognized nominated storekeeper's certificate of competence (BASIS) is required by a Contractor storing more than 200 litres of pesticides. All pesticides transported or stored in the Contractor's vehicles (regardless of quantity) shall be locked in a separate storage compartment in the vehicle or within a lockable container in pickups that are bolted to the floor of the vehicle.
- 7.16 The storage locker must be sealed and clearly marked as containing pesticides and must bear a standard black and yellow hazard sign.
- 7.17 A Certificate of Competence (National Proficiency Training Certificate) must be held by the Contractor applying pesticides and handed to the Management Company prior to commencement on site. Only Certificate of holders shall mix, apply and dispose of pesticides and other chemicals on the site.
- Use of Pesticides
- 7.18 Notification of at least 24 hours shall be given to the Management Company of the Contractor's intention to carry out application of pesticides. The Contractor shall select the most appropriate and effective method for each particular area or situation or for any particular use or specific work, and shall notify the Management Company of the type of pesticide, active ingredient, and method and timing of application.
- 7.19 The Contractor shall keep a written logbook detailing all uses and pesticide applications carried out and a copy shall be submitted to the Management Company for record.
- 7.20 The Contractor is required to notify the public of any pesticide application. A warning sign shall be posted at the entrance to the areas to be treated. Where contained solely within planting beds the sign shall be placed adjacent to edges in noticeable positions. Details of the application and a contact person shall be indicated on the sign.

- 7.21 The Contractor shall in accordance with COSHH Regulations protect employees and other persons, including the public, who may be exposed to substances hazardous to health.
- 7.22 The Contractor shall restrict the use of chemicals strictly to where necessary either to maintain formal landscape areas or to control notifiable weeds. Informal landscape areas, parkland and peripheral areas should be free of both pesticides and fertilizers except where absolutely necessary.

Disposal

- 7.23 The Contractor shall dispose of waste pesticides and containers in accordance with the control :Control of Pesticides Regulations 1986~, Control of Pollution Act 1974~, and :Water Act 1989~. Safe disposal arrangements shall be made before starting to apply pesticides.
- 7.24 Concentrated pesticides shall be disposed of in arrangement with the local Environmental Health Department or with a specialist waste disposal contractor.
- 7.25 Empty containers shall not be re-used for any purpose and containers shall be cleaned thoroughly in accordance with label instructions prior to safe disposal.

Generally

- 7.26 The Contractor shall be responsible for making good and or compensation for any damage resulting from negligence in the application, handling and storage of pesticides.
- 7.27 The Contractor shall be responsible for keeping up to date with all legislation and regulations regarding the use of pesticides. The Landscape Contractor shall inform the Management Company of any subsequent changes to legislation and regulations that affect the contract.

Liability for Damage of Existing Vegetation

- 7.28 Existing trees or vegetation damaged during the works shall be replaced by trees or plants of similar size and maturity or numbers considered reasonable by the Local Planning Authority (LPA). Cost of the replacement shall be borne by the Contractor.

Protection

7.29 The Landscape Contractor shall in respect of the maintenance works and adjacent areas of the site used by him in the course of the contract ensure that:

- ¿ Adequate protection of existing and newly planted/turfed areas is erected and maintained to prevent damage.
- ¿ There is appropriate making good on removal of any protective measures on completion.
- ¿ There is repair of any damage to adjacent and existing site works and features.
- ¿ All hard surfaces used are kept, protected, clean and tidy.
- ¿ All protective fencing at the end of the 36 months defect liability period will be removed.

Watering

7.30 After Practical Completion of the main contract the Landscape Contractor appointed shall supply all necessary hose attachments and fittings to keep the landscape grass, planting and trees watered. Watering shall be undertaken as necessary to ensure that trees, grass and plants remain healthy, establish and grow. Emergency legislation restricting the use of water from the mains during drought conditions, the Landscape Contractor shall arrange the collection and application of suitable second class water for irrigation purposes, by bowser or other means, from approved source to deliver to site and apply as specified. This shall be included for in the price for maintenance during the defects liability period.

Arisings

7.31 The Landscape Contractor appointed by the Management Company is to remove from the Site and dispose of weeds, pruning, leaves, litter, rubbish, dirt and other arisings unless specifically described as to be left and spread over beds etc.

Focal Areas

7.32 When carrying out maintenance operations the Management Company Landscape Contractor is to ensure the focal areas such as the Site/Site entrances, the main corridors of access and formal planting are given priority.

8.0 GRASS AND WILDFLOWER MAINTENANCE SPECIFICATION

- 8.1 The Contractor shall maintain all grass areas in accordance with the specifications set out below.

Preamble

- 8.2 All grass cutting shall be carried out by cylinder or rotary machines, or a combination of the two: unless otherwise specified. The Contractor shall notify the Management Company of the machines they propose to use on each of the regimes. The Contractor shall ensure that all machines engaged in this contract are sharp, properly set and operated at the speed in accordance with manufacturer's recommendations. All grass shall be cut cleanly and evenly to the same height as specified in the regimes allocated to each site and without damaging the existing surface, or causing a washboard effect.
- 8.3 Wildflower cutting will occur in late June or early August using a machine that is appropriate for the task such as a flail mower or a scythe mower. The Contractor shall notify the Management Company of the machines they propose to use on each of the regimes. The Contractor shall ensure that all machines engaged in this contract are sharp, properly set and operated at the speed in accordance with manufacturer's recommendations. All grass shall be cut cleanly and evenly to the same height as specified in the regimes allocated to each site and without damaging the existing surface, or causing a washboard effect.
- 8.4 An optional second cut in autumn may be deemed necessary if soil fertility means that grass species are likely to out compete meadow species.
- 8.5 All arising from the cutting of meadows will be left in place for two days after cutting to allow seed to set before being collected and removed from site.
- 8.6 Where meadows abut paths and roadways a mown strip of lawn will be maintained between them to a minimum width of 600mm.
- 8.7 The Contractor shall produce and follow a programme of work approved by the Management Company at the commencement of the Contract, in line with the submitted method statements, to ensure that all applicable areas are maintained to the standards specified in this section.

- 8.8 The Contractor shall complete an entire area (plot) of grass or meadow cutting at each cyclic visit within the same day of the first grass cutting operation. The entire area is deemed to include: wall and fence bases; up to pavement edges or other boundary; tree base or any other obstruction.
- 8.9 The Contractor shall not change the designated regime in this document, unless the Management Company has granted written permission.
- 8.10 Where grass cutting is undertaken and the arisings are allowed to 'fly', all arisings shall be evenly distributed over the whole of the grass area.
- 8.11 Any arisings that 'fly' onto paths or other hard surfaces shall be removed by the Contractor and distributed evenly over the grass area or, if the arisings are deemed excessive, removed from the premises to a designated location for disposal. This shall take place promptly after grass cutting, in any event within one hour, at the expense of the Contractor.
- 8.12 Where a boxed mowing machine is used, the arisings shall be removed from site at the end of each work period and taken to the designated location for disposal.
- 8.13 The Contractor shall report to the Management Company any damage to the grass surface, fences, walls, street furniture, any plant material or other property caused during grass cutting operations. Should it be determined by the Management Company that the failure of a newly planted tree or shrub is due to the Contractor's negligence in grass cutting operations, then a replacement tree or shrub, approved by the Management Company, shall be supplied, planted and maintained until established at the Contractor's expense.
- 8.14 Prior to cutting any area, the Contractor shall remove all stones above 37mm in any dimension, as well as any litter, twigs, etc. (see Section 12, Litter Clearance, for definition). All such material shall be removed to the designated location for disposal. If the amount to be removed is considered excessive and has been deposited as a single load in excess of 1- 2mE (i.e. fly-tipping), the Contractor shall inform the Management Company immediately, who will consider each site on its individual merit and may, in exceptional circumstances, arrange for the debris to be removed in accordance with the Contractor's tendered rates.
- 8.15 Trees in formal areas shall be maintained with a cultivated tree ring 600mm in diameter greater than the largest diameter of the tree trunk. All newly planted trees shall be maintained with a cultivated tree ring 300mm in diameter greater than the

largest diameter of the tree trunk for the remainder of the contract period. All edges shall be maintained in accordance with Section 7.19 Edging

- 8.16 Any damage caused to grass areas by the Contractor's negligence will be made good, as directed by the Management Company and to the LPA satisfaction, at the Contractor's expense.

- 8.17 The use of grass growth regulators is not permitted.

Variations to the Planned Grass Cutting Schedule

- 8.18 Unless weather conditions as stated in Section 7.16 prevail, the Contractor shall be required to keep to the standards detailed in the regimes.

- 8.19 In very wet weather, all operations involving grass cutting shall cease until conditions allow operations to continue without damaging the surface level and contours of the ground or creating grass cutting 'divots' from the rollers or cutters.

- 8.20 If inclement weather, as detailed in section 7.16, prevents the Contractor from grass cutting, the Contractor shall inform the Management Company of work not completed from the programme. When the weather improves, the Contractor shall resume grass cutting in order to return to the agreed programme of work. The Contractor shall be expected to provide sufficient staffing and machinery to catch up if there is a substantial amount of mowing time lost through bad weather.

Grass Cutting Standards

Amenity Grass

- 8.21 Amenity Grass

Performance Height 25 - 35mm. Cut grass with an approved tractor-drawn, ride-on or pedestrian guided cylinder mower. The Contractor shall allow for grass edge trimming, as detailed in section 7.19, on at least 16 occasions at fortnightly intervals from April to October

Edging

- 8.22 Preamble

- ¿ All edging operations shall be carried out at the times specified within the regimes for grass maintenance and considered as part of the grass cutting regime.

- ¿ All finished edges shall be neat and vertical with no grass overhanging the finished edge.
- ¿ All arisings from edging operations shall be collected and removed to the end of each work period and taken to the designated location for disposal.
- ¿ The Contractor shall cut smooth curves or use a line to obtain a straight edge. Edging operations shall not change the size of grass areas nor create new channels.
- ¿ All channels adjacent to a flowerbed, shrub bed, tree base, etc. shall be maintained so that following each edging operation it is left clean and litter free.
- ¿ The Contractor shall be required to use a half-moon edging iron, mechanical edge and trim and/or long handled shears or spades.

Kerb Edge Maintenance

- 8.23 The Contractor shall cut a clean edge to all grass areas where they meet kerbs; other hard surfaces or gully channels. This operation shall include removing the overgrowth of grass and any soil that is covering the kerb gully channel or any other, hard surface. The frequency of this operation shall be in accordance with the edge requirements of the Grass Cutting Regime specification. All rates quoted for kerb edge maintenance shall include the removal of all weed and grass growth by scraping or brushing all soil, litter and other debris that has accumulated at this junction to a minimum width of 200mm for the entire length of edging. The Contractor shall collect and remove all arisings to a designated location for disposal at the end of the work period.

Trimming Grass Edges

- 8.24 The Contractor shall cut the overgrowth of grass at edges of cultivated areas with long handled shears or mechanical edge trimmers approved by the Management Company. The grass is to be cut to the same height as the surrounding grass. All edges will be neat and vertical, with no grass overhanging the finished edge. The rates quoted for trimming must include the collection and removal of all litter, arisings and similar debris from the adjacent channel for disposal. The frequency for trimming will be in accordance with the Regimes for grass or cultivated area maintenance, as detailed within each section of this specification.

- 8.25 Once per annum the Contractor shall reform and cut back all edges. The Contractor shall, during this operation, ensure that any cutting does not decrease the grass or bed.

Selective Herbicide Treatment

- 8.26 Upon instruction from the Management Company, the Contractor shall supply and apply an approved selective herbicide to specified areas. Application shall normally be made during April to June. The grass shall not be cut two days prior to, or after, the application.

Irrigation of Grass Areas

- 8.27 During periods of prolonged dry weather, the Management Company may instruct the Contractor to water grassed areas, using an irrigation method approved by the Management Company.
- 8.28 The Contractor shall provide a rate to ensure that sufficient water is applied to the entire area of grass to moisten the soil to a depth of 125mm.

Cut 'Weed' Stalks

- 8.29 The Management Company may instruct the Contractor to cut areas of grass which are normally cut with cylinder mowing machines (other than grass cut 'high'), with a suitable rotary mower to remove all bent stalks from the entire area.

Rake Arisings by Machine and Remove

- 8.30 The Contractor shall collect all arisings from areas specified by the Management Company, using machinery approved by the Management Company. Arisings shall include all grass cuttings, litter, leaves, debris and similar items. All arisings shall be collected and removed to the designated location for disposal at the end of the work period.

Grass and Wildflower Replacement

- 8.31 Preamble
- 2 Bare and damaged patches shall be identified by the Management Company for re-turfing and re-seeding works.

- ¿ The Contractor shall continue all operations necessary, to include top dressing, watering and further over-seeding, to achieve a 100% grass cover within eight weeks.
- ¿ Where soil has been contaminated by chemicals, oils, etc., the Contractor shall remove to tip all such soil, replacing it with suitable soil, to enable re-seeding or turfing as specified and to ensure the pollutants do not affect the future growth of the vegetation.
- ¿ If the seed fails, due to any cause whatsoever. He shall be required to make good the soiling and repeat the seeding until a good sward is obtained.
- ¿ Grass areas will only be accepted as reaching practical completion when germination has proved satisfactory and all weeds have been removed. Management will be necessary to prevent infestation by weed species after seeding an area. A weed species may be defined as a species that is undesirable to the purpose/ objective of the grassland; species considered to be weeds will depend on the grassland type.
- ¿ Damage, failure or dying back of grass due to neglect of watering, especially for seeding out of normal season, shall be the responsibility of the Contractor.
- ¿ Any settlement below the specified levels during the contract or defects liability period shall be rectified at the Contractor's expense.
- ¿ The Contractor shall exercise care in the use of rotary cultivator and mowing machines to reduce to a minimum the hazards of flying stones and debris. All rotary mowing machines shall be fitted with safety guards.

Turf and Turfing

- 8.32 The Contractor shall comply with British Standards BS 3969 and BS 4428.

Condition of Turf

- ¿ The Contractor shall provide good quality lawn turf complying with BS 3969, the grass being of close texture, even density and green in colour. The grass shall be closely mown, so the height does not exceed 25mm and show no visible sign of pest or disease. The turf shall be sufficiently

fibrous for turves to hold together during handling and an excess of fibre of mat is desirable.

Dimensions

- ¿ Turves shall be of a rectangular shape and of uniform thickness. They shall have a minimum soil thickness of 25mm and a width of 300mm, unless otherwise agreed by the Management Company.

Weedkiller

- ¿ A selective weedkiller shall be applied to the turf no less than four weeks prior to lifting.

Lifting

- ¿ Turves shall not be lifted in frosty weather or when waterlogged. They shall be packed to avoid drying out in transit and shall be rolled or laid flat

Delivery

- ¿ Turf shall be delivered to site within 36 hours of lifting and offloaded by hand to be stacked to a maximum height of 1m, unless arranged on pallets for mechanical handling.

Stacking

- ¿ Turves shall be placed grass to grass if stacked. Stacked turves shall be inspected at frequent intervals for deterioration. If kept for any period, the turves shall be laid out and maintained as turfed areas.

Cultivation

- ¿ The Contractor shall cultivate the area to be turfed to a depth of 100mm, removing all large stones (over 50mm in any dimension), perennial weeds and rubbish to designated area for removal.
- ¿ All topsoil shall be conserved to provide a minimum depth of 100mm after re-levelling.

Final Preparation

- ¿ The Contractor shall reduce the surface to a fine tilth, to a minimum depth of 25mm and lightly and uniformly firm the surface.

Laying Turf

Season

- ¿ Turf shall be laid when weather and soil conditions are suitable. No turf shall be laid in exceptionally dry or frosty weather, or in other unsuitable weather conditions. The Contractor shall give preference to autumn and early winter for this operation.

Laying

- ¿ No turf shall be laid until topsoiling has been completed to the satisfaction of the Management Company.
- ¿ At no time shall turves support workmen, barrows or provide access.
- ¿ Turves shall be laid on the prepared soil bed and be firmed into position in consecutive rows with broken joints, closely butted and to the correct levels. The turves shall be laid off planks, working over turves previously laid.
- ¿ A dressing of finely sifted topsoil or fine peat shall be applied to the joints and well brushed in. The Contractor shall adjust any inequalities in the finished levels, owing to variation in turf thickness or uneven consolidation of the soil, by raking and/or packing fine soil under the turf. Use of a roller is not permitted.

Finished Levels

- ¿ Finished levels shall, after allowing for settlement, be just proud of adjacent hard surfaced areas (paving ş, kerbs, etc.), or as otherwise indicated on drawings.

- ¿ There shall be a minimum gradient for run-off of 1:60 and maximum of 1:40 or as indicated on drawings. The area shall be free from depressions.
- ¿ Margins shall be laid with whole turves.

Maintenance

- ¿ The Contractor shall maintain all turfed areas to establish a uniform and healthy sward until notification by the Management Company. This shall include all necessary watering, weeding, cutting, repair of all erosion and settlement, and re-turfing operations.
- ¿ The Contractor shall treat pernicious weeds with a suitable approved selective herbicide twelve weeks after seeding if the grass was sown in the spring. Grass sown in the autumn shall be similarly treated at the end of May the following year.

9.0 HARD LANDSCAPE

Maintenance of Hard Landscape Surfaces

- 9.1 The Contractor shall price an all-inclusive rate to include all operations

Preamble

- 9.2 In addition to, and at the same time as, the general litter and refuse clearance is being carried out, the Contractor shall clean all paths, hard surfaces and gullies.

Sweeping of Hard Landscape Surfaces

- ¿ In the areas specified, the Contractor shall be required to maintain surfaced areas clear of litter, twigs, leaves, glass, debris and similar at all times. The Contractor shall remove all arisings from site at the end of each work period and take them to the designated location for disposal.
- ¿ The Contractor shall inform the Management Company immediately they are aware of any occurrence of acts of vandalism to these areas.

Weeds

- ¿ The Contractor shall maintain all hard landscape surfaces weed-free and at no time shall weed growth exceed 5% of any area.
- ¿ Weed growth is deemed to include the removal of moss.

Gullies and Slot Drains

- ¿ The Contractor shall allow for inspection of all gullies, grilles, covers, on each site visit. The Contractor shall thoroughly clean them of any silt, dirt, debris, leaves, litter, stones, concrete etc. as necessary.
- ¿ The Contractor shall check that water is running freely in gullies and drains, reporting any defects or unacceptable obstruction to the Management Company.
- ¿ On removing any grating, cover or grille, the Contractor shall clean the rebate in the frame and ensure that it is replaced flush in the frame. All arising's shall be removed from site to the designated location for disposal.

Additional Sweeping

- ¿ The Contractor may be required to undertake additional areas of sweeping outside the normal routine sweeping.

Clear Snow and Supply and Apply Rock Salt

- ¿ The Main Contractor/ Management Company may at times of inclement weather require the Contractor to clear snow and ice and apply approved rock salt, evenly spread at 20 grammes per square metre, to specified areas within the Contract area. Payment for this operation will be in accordance with the quantity and the tendered rate submitted by the Contractor.
- ¿ The Contractor shall take care to avoid spreading rock salt near and around trees, shrubs, seed and other plant material. Any damage caused by the Contractor's negligence shall be fully reinstated at the Contractor's expense to the Management Company's satisfaction.

Supply and Apply Rock Salt

- ¿ This rate shall assume no snow requires moving prior to application.
- ¿ The Contractor may be required to undertake these operations during normal working hours, outside normal working hours; at weekends and during Bank Holidays.
- ¿ Payment shall be in accordance with the area treated and the tendered rate submitted by the Contractor.

Scrape Weeds on Hard Surfaces

- ¿ The Contractor shall provide a rate to hand dig and scrape all weed establishment in hard landscape areas. Chemical weed control will not be used in these areas to prevent run off damaging other planting establishment and lawn surfacing.

Street Furniture

- ¿ All elements, such as bollards, railings, gates, fences, tree grilles/guards, litter bins, benches, outside table tennis tables, gym equipment and all other street furniture elements are to be regularly maintained throughout the year to meet function and health and safety requirements.

10.0 HEDGE MAINTENANCE

Preamble

10.1 The Contractor shall at all times:

- ¿ Maintain hedges so that they are neat, tidy, vigorous, dense and do not obstruct or overhang footpaths and roads or encroach on other maintained areas. Cutting shall generally maintain the original profile, both linear and sectional.
- ¿ All hedges shall be cut using sharp shears, reciprocating hand held cutters or secateurs. The use of tractor mounted hedge cutting equipment during the establishment of new hedges will not be permitted.
- ¿ All cuts shall be clean and any ragged edges shall be removed using a sharp knife or secateurs.
- ¿ The Contractor shall supply and use planks, trestles or similar where necessary to increase reach.
- ¿ All hedges shall be cut to leave a clean, even height and well cared for appearance.
- ¿ All arisings shall be collected immediately following cutting or at the end of each work period and taken to the designated location for disposal. This includes trimmings hung up in hedges and the sweeping of adjacent hard surfaces.
- ¿ The Contractor shall ensure that the width of the hedge or any vegetation within it, i.e. brambles, does not present a hazard or obstruction to pedestrians, pavements, roads or signs at any time. The Contractor shall allow for this in their tendered rate.
- ¿ Once commenced, the cutting operation shall continue and be completed without delay.
- ¿ The Contractor shall give the Management Company 5 working days' notice of their intention to commence hedge cutting works.

Pruning

- ¿ The hedge shall be pruned back to the same height, width and general shape as that which existed at the completion of the last approved pruning. The sides of the hedge shall be slightly inward sloping (i.e. wider at the bottom of the hedge than at the top to give more stability) with the top of the hedge level and at right angles to the ends.
- ¿ As a general rule, large leafed plants, such as Laurel, shall only be pruned by using secateurs or similar approved equipment.
- ¿ No pruning shall take place when the hedges are in flower unless this has been approved by the Management Company.
- ¿ Should the Contractor believe that they have been asked to do anything which, in their opinion, is detrimental to the hedge, an obstruction to pedestrians/vehicles, or they consider it appropriate to deviate from the specification, the Management Company shall be notified prior to the work commencing.
- ¿ The Contractor shall avoid cutting/pruning in March to August to cause minimum disturbance to nesting birds and wildlife, in compliance with the Wildlife and Countryside Act.

Pruning Regimes

- ¿ Hedge cutting will be undertaken according to vigour and type, as listed in the Bills of Quantity. All hedges are to be cut once every two years when they are fully established.
- ¿ Pruning shall be carried out at times appropriate to each species, defined below:-

Species	Cutting Regime	Time of Cut
Native Hedge	Once every year	Late October
Ornamental Hedge	Once every year	Late October to Late Spring (PP05) subject to specie and flowering times

Associated Maintenance Work

Maintenance of Hedge Base

- ¿ The Contractor shall be required to leave the base of the hedge clean, tidy and weed free on every occasion that hedge maintenance operations are carried out, and this shall include the removal of all litter, leaves, debris and other such deleterious matter.
- ¿ The soil shall be lightly cultivated (taking care not to damage the root system) to a distance of 0.5m from the centre of the hedge and all litter, leaves, debris and any other rubbish shall be removed to the designated area for disposal. The site shall be left clean and tidy.
- ¿ All hedges and associated beds together with bare areas shall be maintained 95% free of litter and weeds at all times.
- ¿ For native hedges all herbaceous species at the base of the native hedgerows are to be retained to increase biodiversity and none of the above operations apply save the clearance of litter as defined in section 12.0

11.0 LEAF CLEARANCE

Standard

11.1 The contractor shall be responsible for:

- ¿ The clearance of leaves, twigs, etc., from areas specified from leaf fall (normally October until the end of December. The Management Company will instruct the Contractor when leaf clearance will commence.
- ¿ The Contractor shall carry out leaf clearance by hand raking or sweeping, or using machinery appropriate to this work and approved by the Management Company.
- ¿ The Contractor shall ensure that all flowerbeds, shrub beds, grass areas, paths, channels, drains, designated driveways, steps and play areas, or other specified by the Management Company, are kept clear of leaves.
- ¿ Machines used for the clearance of leaves from large grassed areas must be fitted with suitable tyres to prevent damage. Any damage caused by the Contractor's negligence shall be reinstated at the Contractor's expense.
- ¿ The Contractor shall remove all collected leaves to the designated location for disposal, at the end of each work period. The Contractor shall not leave groupings of collected leaves on site for bulk removal, unless specific approval from the Management Company has been issued in writing.
- ¿ All pieces of play equipment are to be kept free from leaves at all times.

Leaf Clearance

11.2 The Contractor shall ensure that all leaves, as specified in 11.1 are not laying on the ground for any more than one week. The Contractor shall schedule operations to achieve this standard.

12.0 LITTER CLEARANCE

Preamble

- 12.1 The bin collection strategy will be arranged by the Managers. The Contractor shall maintain all sites and all areas covered by the Contract to a clean and litter free standard by removing all litter to the standards defined below.

Definition of Litter

- ¿ 'Litter' is anything whatsoever which is thrown down, dropped or otherwise deposited in, onto or from any place in the open air to which the public are permitted to have access without payment, unless otherwise by law or done with the written permission of the Management Company. This shall include all items, i.e. beverage containers, fast food packaging, tree branches and animal faeces.
- ¿ Large items such as discarded furniture and household effects, mattresses, etc., which require two or more people to lift and single deposits in excess of 1-2m³ will be treated as fly tipping. The Contractor shall inform the Management Company soon as possible after discovering any fly tipping. The Management Company will, in appropriate circumstances, issued instructions to the Contractor to remove such waste material. Payment for this work will be in accordance with the Contractor's tendered rates.

Method of Litter Collection

- ¿ Methods of litter collection may be by hand, paper picker or mechanical means as approved by the Management Company.
- ¿ Any damage caused to the soft landscaped or hard landscaped areas due to litter picking/collection operations being carried out by the Contractor shall be made good at the Contractors expense and to the completed satisfaction of the Management Company.
- ¿ All arisings from litter collection operations shall be immediately cleared from each plot on completion. The Contractor shall leave groupings of collected litter on site for bulk removal unless specific approval from the Management Company has been issued in writing.

Standards

Grade	Conditions of Site
1	No litter or refuse
2	Predominantly free of litter and refuse apart from small items such as cigarette ends and ring pulls
3	Widespread distribution of small items such as beverage containers fast food packaging and animal faeces
4	Heavy littering of large and small items, with accumulations on boundaries
5	All litter picking to be carried out on a fortnightly basis

Response Times

- ∫ The Contractor shall price to provide a 'call-out' facility. The Contractor shall price to attend areas specified by the Management Company and commence operations to collect and remove the excessive litter from the areas failing to meet the designated zone requirements within the appropriate response time call out.
- ∫ Normal working hours are deemed for the purpose of this Specification to be 7.30a.m. -6.00 p.m., Monday to Friday. Out of hours shall not include Bank Holidays.
- ∫ The Contractor shall price to collect and remove 'fly-tipped' material and remove to the designated location for disposal.

13.0 SHRUB BED MAINTENANCE

Preamble

Litter

13.1 The contractor shall remove:

- ¿ remove all litter as detailed in Section 12 from all shrub areas.
- ¿ all arisings shall be collected and removed from site at the end of each work period and taken to the designated location for disposal.
- ¿ using correct horticultural practices, all fallen flowers, leaves and other debris. All cultivated areas shall be cleared of litter and other debris on each maintenance visit.

Edging

Maintain Edges of Shrub Beds

- 13.2 The Contractor shall maintain the edges of all shrub beds (these include shrubs, ground covers and grasses) in a neat and tidy appearance by using a half moon edging iron on one occasion between October and March. Bed soil shall be pushed back and left at a 45 degree angle from the edge, starting slightly below surrounding levels. The edges of beds abutting grassed areas shall be slightly sloped to avoid a vertical or undercut appearance. The shape and size of the bed edge shall not be altered by this operation. All litter, arisings and similar debris shall be removed from the adjacent channel for disposal in order to leave the channel neat and tidy following each visit. This operation shall be carried out in conjunction with Specification Grass Maintenance Regime.

Trimming Grass Edges

- 13.3 The edges of grass areas which abut maintained beds and similar areas shall be trimmed with long handled shears or other approved mechanical means, at a frequency detailed in Grass Specification of the Grass Maintenance Regime.

Shrub Beds - 'Ornamental'

Hand Weeding and General Maintenance

- ¿ The Contractor shall visit each shrub bed identified for Maintenance on a minimum of 26 occasions equally spaced through the year, i.e. fortnightly visits. The Contractor shall undertake the following operations on each visit;
- ¿ Remove, using correct horticultural practices, all fallen flowers, leaves and other debris. All cultivated areas shall be cleared of litter and other debris, as detailed in Section 12.0. The Contractor shall ensure that each maintenance visit coincides with a litter removal visit.
- ¿ The Contractor shall prune shrubs in order to prevent obstructions to paths, roads, signs, steps, sight lines, windows, doors and other similar situations and to allow access as directed by the Management Company.
- ¿ The Contractor shall at each visit remove all dead, damaged, infested, reverted or diseased branches and stems using correct horticultural practices. The Contractor shall otherwise prune all plant material at the correct pruning time. Any plants grown for winter stem colour or similar effects, as specified by the Management Company shall be pruned at the optimum time to provide the maximum display.
- ¿ All dead shrubs and plants shall be removed and the Management Company advised.
- ¿ The Management Company may instruct the Contractor to supply and plant new plant material in accordance with the Planting Specification, at the same time as the plant material is removed or as specified by the Management Company within the planting season.
- ¿ Remove weeds by pulling by hand, hoeing and raking, avoiding damage to stems, branches and plant roots, leaving a clean weed free surface cultivated to a medium tilth. No herbicides shall be used.

Cultivation Visit

- ¿ The Contractor shall undertake the following works to the entire shrub bed on one occasion during November.
- ¿ The Contractor shall cultivate beds to relieve areas of compaction to a depth of 75mm in order to maintain a high standard of appearance, by forking or similar approved method. Care will be taken not to damage or disturb roots, branches and stems, and avoid excessive treading of the surface. The Contractor shall break down any lumps and leave the surface weed free with a medium/fine tilth.

Shrub Beds - :Native~

Hand Weeding and General Maintenance

Native Shrub Area Maintenance

- ¿ The Contractor shall visit each shrub bed identified for Maintenance on a minimum of 12 occasions equally spaced through the year, i.e. monthly visits. The Contractor shall undertake the following operations on each visit;
- ¿ Remove, using correct horticultural practices, all fallen flowers, leaves and other debris. All cultivated areas shall be cleared of litter and other debris, as detailed in Section 12.0. The Contractor shall ensure that each maintenance visit coincides with a litter removal visit.
- ¿ The Contractor shall at each visit remove all dead, damaged, infested, reverted or diseased branches and stems using correct horticultural practices. The Contractor shall otherwise prune all plant material that can be correctly pruned. Any flowering materials or plants grown for winter stem effect, that would have their display value reduced if pruned at this time, shall not be pruned. The Management Company will instruct the Contractor to prune such shrubs in accordance with the timing for pruning detailed in Section 13.4
- ¿ All dead shrubs and plants shall be removed and the Management Company advised.
- ¿ The Management Company may instruct the Contractor to supply and plant new plant material in accordance with the Planting Specification, at

the same time as the plant material is removed or as specified by the Management Company within the planting season.

- ¿ Remove weeds by pulling by hand, hoeing and raking, avoiding damage to stems, branches and plant roots, leaving a clean weed free surface cultivated to a medium tilth. No herbicides shall be used.
- ¿ Contractor is to observe the mulch levels on all planting beds and top up as required. This should always be used prior to, and in preference of, chemical solutions. The use of mulch will also reduce the need for extensive irrigation during dry periods and significantly increase the biodiversity of the soils. For further clarification see 13.7 Weed Control.

Cultivation and Pruning Visit

- ¿ The Contractor shall visit each shrub bed on one occasion in the winter during November to March. The Contractor shall undertake all the following operations during this visit.
- ¿ The Contractor shall cultivate beds to relieve areas of compaction to a depth of 75mm in order to maintain a high standard of appearance, by forking or similar approved method. Care will be taken not to damage or disturb roots, branches and stems, and avoid excessive treading of the surface. The Contractor shall break down any lumps and leave the surface weed free with a medium/fine tilth.
- ¿ All arisings shall be collected and disposed of
- ¿ The Contractor shall allow in their rates to cut back shrubs when necessary by not more than one-third of the previous year's incremental growth in order to prevent obstructions to paths, roads, signs, steps, sight lines, windows, doors and other similar situations to allow access as specified by the Management Company. Where plant material becomes an obstruction, the Contractor shall be required to re prune the material within 48 hours of notification by the Management Company and at no additional cost to the Management Company.

Chemical Application

NOTE All chemical application should be used as a last resort and only once proper observation of the mulch and hand weeding method has been completed. As such, after following the proper mulching guideline, chemical solutions can only be used if the weed control has not succeeded for a period of 6 consecutive months or 7 separate months of the same consecutive 12 month period.

- ¿ The Contractor shall visit each shrub bed on one occasion during the recommended adherence schedule. The Contractor shall supply a residual herbicide, if required, approved by the Management Company and apply it at the manufacturer's recommended rates during frost free conditions to all affected areas. The Contractor shall ensure that the herbicide is applied to ground free of weeds, leaves and litter to prevent all weed re-growth.
- ¿ The Contractor shall, by use of approved herbicides or hand weeding, ensure that the weed coverage does not exceed 5% of the total area of each shrub bed during the period defined above. The Contractor shall ensure that no damage to ornamental plants results from herbicide applications.

Hand Weed Replanted Areas

- ¿ Following 'gap planting', normally November to March, the Contractor shall carry out the following regime until beds are deemed by the Management Company to have become established enough for regular maintenance. This shall include hand weeding, re-firming any planted material and pruning as necessary, in order to establish the planted area.
- ¿ Should the Contractor apply pesticide to the areas that the Management Company has designated as 'newly planted', then the Contractor shall be required to replace all plant material deemed by the Management Company to be damaged or dead due to the Contractor's negligence, at no extra expense.

Pruning

Preamble

- ¿ The Contractor shall prune all plant material at the correct pruning time and in accordance with this Specification.
- ¿ This represents general guidelines for pruning. The Contractor shall note that pruning methods differ with species, cultivar, maturity and the exact position of the shrub. If the Contractor is in any doubt about the appropriate method to be used, then the advice of the Management Company shall be sought.
- ¿ Pruning of individual shrubs shall be carried out using skilled labour only and adopting correct horticultural practice.
- ¿ The purpose of pruning is to build a strong framework, keeping shrubs healthy and vigorous, maintaining the shape and balance, ensuring the maximum amount of flowering wood is produced and that the shrubs do not create a nuisance or danger.
- ¿ All pruning shall be carried out to the highest horticultural standards using secateurs, loppers and other method approved by the Management Company. Cuts shall be made to an outward pointing bud. Suckers shall be removed at their source on the roots of affected shrubs. Reverted branches shall be treated in a similar manner. All areas adjoining footpaths and other surfaces shall be swept/raked following pruning works at the end of each work period, leaving the area neat and tidy.
- ¿ The Contractor shall allow when pruning shrubs in order to prevent obstructions to paths, roads, signs, steps, sightlines, windows, doors and other similar situations, and to allow access.
- ¿ The Contractor shall remove all dead, damaged, infested, reverted or diseased branches and stems, using correct horticultural practices.
- ¿ If a shrub is winter berry-bearing, pruning shall not be carried out until March, or until there are no berries remaining (whichever is the sooner). When pruning is undertaken, care shall be taken to leave as many berries as possible and at least 2" (60mm) of the previous year's growth, to allow flowering the following year.

- ¿ All dead flower heads shall be removed to maintain display and keep a well-cared for appearance.
- ¿ All climbing plants shall be tied in as necessary and the Contractor shall inspect any wires, frames and supports for damage. Any damage shall be reported to the Management Company.

Important Pruning Instructions

13.4 The following practices shall not be tolerated:

- ¿ Never cut everything off at one level.
- ¿ Never prune up the stems of plants to access litter.
- ¿ Do not open up shrub beds unnecessarily by pruning back each shrub all over. A natural looking shrub bed shall be achieved, not topiary.
- ¿ If in the opinion of the Management Company, the Contractor has incorrectly pruned any shrubs, then the Contractor shall prune to make good to the complete satisfaction of the Management Company. Replacement or remedial work shall be carried out at the Contractor's expense, unless the damage to the shrubs has resulted from acts of vandalism or theft.

Pruning Schedule

A Slow Growing Specimen

If pruning is required, it will only involve light shaping and shall be carried out February to March.

B Spring Flowering

All wood which has borne flowers shall be removed. Young wood shall be retained to ripen and produce flowers in the following year. Thin out crowded and crossing shoots and remove weak growth. Pruning shall be carried out after flowering in May to July.

C Most Deciduous/Vigorous Evergreen

One or two old stems shall be removed completely and the younger flowering shoots shall cut back to the fresh growth of the main branches. Thin out crowded

and crossing shoots and remove weak growth. Pruning shall be carried out between November and March.

D Stem Effect/Marginal Hardiness

The previous season's wood shall be cut back to within two or three buds of the old wood. Thin out crowded and crossing shoots and remove weak growth during March to April.

Remedial Pruning

- 13.5 The Management Company may instruct the Contractor to undertake remedial pruning to shrubs. This work will be assessed on a square meter basis and may include the entire bed or part of it. Examples might include shrubs which have overgrown their position and become too tall, wide or mature. Some of the techniques are detailed below but this list is not exhaustive and the Contractor shall be required to liaise closely with the Management Company to ensure methods adopted are appropriate to particular situations.

Solid Shrub Blocks Abutting Pavements

- 13.6 Where shrubs have been historically faced up, they may resemble hedges and may even have been cut accordingly. If the Management Company applies the remedial pruning rate to convert such beds back to a specified regime, then it may be carried out over two or more seasons, treating half or less of the bed at a time, adopting the following:
- ¿ Branches which are strongly growing towards the pavement or road shall be cut off at ground level or back to the main trunk.
 - ¿ The remaining branches shall be reduced beyond any twiggy front edge to expose the structure. Where possible, the branches shall be thinned as necessary to create a structure appropriate to its position.
 - ¿ All dead, diseased, damaged and crossing branches shall be removed and the resultant shape must be natural. Where possible, pruning cuts shall be above a bud.
 - ¿ When pruning is complete, the structure shall be such that the shrub will not extend over the pavement after a season's growth.

- ¿ To prevent the face of evergreen shrubs being cut back too hard in one season, the Management Company may specify that the work shall be extended over two growing seasons.
- ¿ During remedial pruning, the removal of berrying or flowering wood may be necessary but this will only take place with the Management Company authorization.

Weed control

- 13.7 Composted wood chip mulch or bark should be used extensively to promote plant growth and suppress weeds. Mulch is to be laid to a minimum depth of 50mm with a maximum of 100mm. All mulch is to be composted for at least a minimum of 8 weeks and screened to remove oversized material. The mulch will serve to reduce the need for chemical control of weeds during the autumn/ winter and should always be used prior to chemical solutions.

14.0 TREE MANAGEMENT

Tree Types

14.1 There are two areas of proposed tree planting as follows:

- ¿ New trees along the Southern road boundary & South East property boundary. These comprise Acer Campestre :Streetwise~, Amerlanchier arborea & Magnolia grandiflora.
- ¿ New trees along the South East property boundary. These comprise Acer Campestre :Streetwise~, Amerlanchier arborea & Magnolia grandiflora.

Tree works

No storage of materials, siting of temporary structures or associated construction works such as the installation of underground services, shall be undertaken within the minimum Root Protection Areas (RPA's) if the protected trees (As defined in BS5837:2012 or any subsequent revision) other than on areas of existing hardstanding, without the prior written approval of the Local Planning Authority. Should any such storage of associated construction works be necessary, as site specific method statement for the works, shall be submitted to, and approved by, the Local Planning Authority. The approved Method Statement shall be observed, performed and complied with. REASON: In order to safeguard tree roots and thereby safeguard trees in the interests of the visual.

Method Statement

- 14.2 Hand digging should be undertaken where possible however if machinery is required, use of a :working backwards technique~i.e. where any machinery is parked on the remaining hard-standing and the surfacing to be removed is pulled back from the tree. Details of the edging should be provided, and once this has been installed the area under the tree's canopy should be covered by a layer of broadleaf/hardwood mulch (with no landscape fabric underneath it) as soon as possible, to a maximum depth of 100mm, as this reduces the physiological stress on the tree resulting from loss/damage of roots. The protective fencing should then be re-installed around the RPA of the trees.
- 14.3 The Contractor shall allow a sum to maintain all tree stock in accordance with the specification set out below.

Preambles

- ¿ Prior to starting work the Management Company and Contractors shall agree the trees that are to receive work.
- ¿ Prior to, during and after work the Contractor should avoid damage to neighbouring trees, plants and property.
- ¿ All works should be in accordance with BS:3998 2010 and Forestry and Arboricultural Training and Safety Council Safety Guides. All operatives undertaking chainsaw work must hold appropriate certification and should be approved members of the Arboricultural Association.
- ¿ As a general rule, wherever possible, management should be as minimal as possible, subject to meeting health and safety requirements.

Any works to the trees is to be carried out in accordance with the legal agreement for the site and therefore following consultation and written consent from the Local Planning Authority (LPA)

Generally

Tree Stakes and Ties

- ¿ The Contractor should check on a two monthly basis the condition of Tree Stakes and Guys. In addition, further inspections should be carried out immediately after strong winds.
- ¿ Stakes - replace loose, broken or decayed stakes to original specification. If longer than half of clear tree stem height, cut to this height in spring. Retie to tree firmly but not tightly with a single tie.
- ¿ Ties - Adjust, refix or replace loose or defective ties, allowing for growth and prevent chaffing. Where chaffing has occurred, reposition or replace ties to prevent further chaffing.
- ¿ Removal of Stakes and Ties - remove stakes and ties two years after planting. Fill stake holes with lightly compacted soil.

Tree Guys

- ¿ The Contractor should check on a two monthly basis the condition of Tree Guy Wires. In addition, further inspections should be carried out immediately after strong winds.
- ¿ Operations - replace or resecure loose or missing guy wires. Adjust to suit stem growth and to provide correct and uniform tension.
- ¿ Removal - two years after planting.

Re-firming Trees

- ¿ Re-firming Trees - shall be carried out after strong winds, frost heave and other disturbances. To re-firm the Contractor should tread around the base until firmly bedded. Any collars in the soil at the base of tree stems, created by tree movement should be broken up by fork, avoiding damage to roots. The voids should be backfilled with topsoil and re-firmed.

Tree Guards and Grills

- ¿ Tree Guards - loose or defective guards; adjust, re-fix or replace to original specification and to prevent chafing. Visit on a minimum of two occasions per annum.
- ¿ Tree Grilles - lift grilles, remove weeds, adjust levels as necessary and lightly compact. Refit grilles, refill interstices and lightly compact to correct level. Material for making up levels and refilling should be horticultural grit.

Formative Pruning

- ¿ Formative Pruning of young trees - This work should be undertaken to ensure the successful establishment of the trees. The works should not be carried out during the late winter/early spring sap flow period.
- ¿ Young trees up to 4m high should be crown pruned by removing dead branches and reducing selected side branches by one third to preserve a well balanced head and ensure the development of a single strong leader. Remove duplicated branches and potentially weak or tight forks. In each case cut back to live wood.

- ¿ Extensive pruning of young trees and any surgery to larger trees must be carried out by an approved member of the Arboricultural Association or other approved specialist.

Cleaning Out and Dead wooding

14.4 Remove:

- ¿ Dead, dying, or diseased wood, broken branches and stubs.
- ¿ Fungal growths and fruiting bodies
- ¿ Rubbish, windblown or accumulated in branch forks
- ¿ Wires, clamps, boards and metal objects, if removable without causing further damage and not part of a support structure that is to be retained.
- ¿ Other unwanted objects, e.g. tree houses, swings.
- ¿ Climbing plants

Cutting and Pruning Generally

- ¿ All the tools used should be appropriate, well maintained and sharp. Final pruning cuts – do not use chainsaws on branches of less than 50 cm diameter. When using handsaws, cut in one continuous operation to form a smooth cut surface. Do not use anvil type secateurs.
- ¿ When removing branches do not damage or tear the stem.
- ¿ Keep wounds as small as possible, cut cleanly back to sound wood leaving a smooth surface, and angled so that water will not collect on the cut area.
- ¿ When cutting, cut at fork or at the main stem to avoid stumps wherever possible.
- ¿ Large branches – remove only if unavoidable. Remove in small sections and lower to the ground with ropes and slings.
- ¿ Dead branches and stubs – when removing do not cut into live wood.
- ¿ Unsafe branches – remove epicormic shoots and potentially weak forks that could fail in adverse weather conditions.

- ¿ Disease of fungus – give notice if detected. Do not apply fungicide or sealant unless instructed.
- ¿ Bark Damage – wounds – do not attempt to stop sap bleeding. Gently remove ragged edges and remove splintered wood from deep wounds as small as possible. Give notice if there is any liquid or flux oozing from apparently healthy bark.
- ¿ Cavities in Trees – Cavities should be investigated. Old cavities in mature trees should be left alone subject to health and safety audit. New cavities are likely to have been made by woodpeckers and may reflect nesting in which case disturbance is illegal. Where the extent of a cavity is not visible, there is also a risk a bat or bats may be present. Such cavities should be notified but no further action taken without advice from a suitably qualified ecologist. For new small cavities in ornamental species, where bats or nesting birds are obviously absent, rubbish and rotten wood should be removed. The cavity should be probed to find the extent of any decay, and give notice. The cavities should not be covered.
- ¿ Stack all wood arising from the works in neat piles in areas to be agreed with the ecologist to provide invertebrate habitat opportunities.
- ¿ Cutting/pruning trees will avoid the key bird nesting season of March to August inclusive

Crown Reduction/Shaping

- ¿ In general cut back selectively to lateral or sub-lateral buds or branches to retain flowing branch lines without leaving stumps.
- ¿ The extent of the works will be as instructed by the client.

Crown Lifting

- ¿ Removing branches: remove whole branches back to the stem, or cut lower portions of branches back to lateral or sub-lateral buds or branches. Do not leave stumps.
- ¿ The extent of the works will be as instructed by the Management Company. In general, for clearance remove branch systems to give clearances as follows: 2.5m above pathways, 3m above vehicle carriageways.

Crown Thinning

- ¿ When removing branches, remove inward growing, crossing, rubbing, dead and damaged branches. When thinning selectively remove an agreed percentage of secondary and small live branch growth evenly throughout the crown. When cutting make no cuts of more than 50mm diameter. Cut portions of branches back to lateral or sub-lateral buds or branches without leaving stumps. The appearance should be uniform with a well-balanced structure of branches and foliage.
- ¿ The extent of the works will be as instructed by the Management Company.

Selective Tree Felling

- ¿ Carry out selective felling of weaker specimens and replace with native trees.

Tree Inspection

- ¿ Review the existing and newly planted trees at regular intervals to maintain the longevity of the tree stock on site. Remove all stakes and ties after year 2. Carry out works in accordance with the above clauses.
- ¿ The contractor will provide access and organise for the visit of a qualified arboriculturist to ensure adequate tree risk management, correct tree pruning specifications and monitor tree growth of establishing trees. Any issues arising from such a visit are to be immediately escalated to the estate management for further action. All findings should be proved in a dated report.

Emergency Call Out

- ¿ The Contractor shall price to provide a call out facility
- ¿ Normal working hours are deemed to be in line with the local authority requirements.

15.0 GREEN WALLS

Preamble

- ¿ There is 1300m2 of green wall to be installed to the northern and north western walls of the van storage building.
- ¿ As the green wall will require specialist skills and equipment for safe and effective maintenance it may be necessary for a specialist contractor with appropriate insurance and health and safety expertise for working at height to be appointed.
- ¿ Any contractors working at height will have received appropriate training to the standards set out in BS8454:2006. All works will comply with Work at Height Regulations 2005.
- ¿ A visual inspection is to be carried out each visit by all landscape contractors and any issues noted and reported to the Management Company.

Cleaning Out and Dead Wooding

- ¿ The maintenance contractor will ensure that at least 95% of the plants in the green wall are alive at all times and will replace any dead or dying plants during scheduled maintenance visits.

Cutting and Pruning Generally

- ¿ All the tools used should be appropriate, well maintained and sharp. Final pruning cuts - do not use chainsaws on branches of less than 50 cm diameter. When using handsaws, cut in one continuous operation to form a smooth cut surface. Do not use anvil type secateurs.
- ¿ The Contractor shall prune all plant material at the correct pruning time and in accordance with this Specification.
- ¿ Pruning of individual shrubs shall be carried out using skilled labour only and adopting correct horticultural practice.

Irrigation

- ¿ Nutrient tanks to be checked and topped up each visit.

- ¿ A visual inspection will be carried out to ensure that there are no dry spots forming on the green wall.
- ¿ Irrigation flow will be assessed on each visit and any issues dealt with.

16.0 SUDS, PONDS, SWALES AND MARGINAL PLANTING

Swales

- ¿ Across the site there are existing swales with proposed marginal planting
- ¿ The maintenance contractor will carry out regular monthly on all swales within the site. The monthly maintenance will include litter removal, debris removal, grass cutting and inspection of inlets, outlets and control structures.
- ¿ Silt and vegetation will be controlled and removed for around component, catchpits, headwalls soakaways and cellular storage on an annual basis.
- ¿ Remedial maintenance will be carried out as necessary to repair problems due to damage or vandalism. This may include but is not limited to inlet/outlet repair, erosion repairs, reinstatement of edges or marginal vegetation and silt build up.

Marginal Planting

- ¿ Remove any dead, discolored, or excess plant material as needed. Marginal plants do not need to be fertilized, as they will flourish from the nutrients present in the soil and water.
- ¿ Marginal planting areas will be kept free of litter and other debris.
- ¿ Some species will require cutting back in late autumn to a height of 50mm above ground/water level
- ¿ In the spring, remove all dead plant material to encourage healthy new growth.

Pond

- ¿ Maintenance of the pond will occur annually in November. This will protect the biodiversity of the pond as most creatures will be dormant or will have moved for the winter.
- ¿ In spring and summer the pond will be inspected for floating weeds and algal blooms. The pond surface may need to be skimmed to remove excess

weed or algae. This will also help reduce the nutrient content of the water. A section of open water should be maintained at all times.

- 2 Vegetation around some of the water's edge should remain uncut to provide shelter for amphibians. When thinning aquatic vegetation, planting should remain in a range of depths to provide a variety of habitats for different species.
- 2 All landscape maintenance operatives should be appropriately trained and qualified. The Contractor should be required to produce evidence of certification where relevant. A risk assessment should be carried out before any work occurring around standing water.

17.0 MAINTENANCE AND INSPECTION OF RECREATION AREAS

Litter

- 17.1 Recreation Areas (as in all outdoor open spaces, which include seating areas) shall be kept free of litter, so that at no time shall litter coverage of 5% be tolerated, and in accordance with Section 11.0 of this management plan

APPENDIX A:
TYPICAL MAINTENANCE SCHEDULE
(No of Visits to be agreed with Management Company)

APPENDIX B:
LANDSCAPE PLANTING PLAN
DRAWING NO: 05-991-701